

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Captain/ Medical Coordinator	<u>Revision Date:</u> 10/2013
		<u>EEO Category:</u> Technician
		<u>Status:</u> Exempt
		<u>Control No:</u> 30465

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fire Chief, promotes prevention and mitigation of emergencies and disasters through proper planning,, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns. Implements and evaluates medical training and skills for the city's firefighters, paramedics and emergency medical technicians. Performs clerical and record keeping activities. May be assigned duties to include training, equipment, etc.

III. Essential Duties:

- Develop, implement and evaluate medical training programs and skills for firefighters, paramedics and EMT's.
- Respond to emergency medical calls to evaluate delivery of services and quality assurance.
- Coordinate and work with the hospital and medical director to evaluate service delivery and programs.
- Coordinate all emergency medical and paramedic certifications with the State Health Department.
- Evaluate workers' compensation claims when requested by the Risk Management Department.
- Conduct training sessions; write lesson plans for medical education.
- Complete detailed reports and keep training records for personnel.
- Function as the Privacy Officer for the Fire Department and be responsible for all duties and functions as such in accordance with the federal Health Insurance Portability and Accountability Act (HIPAA).
- Keep medical training records for all fire personnel.
- Prepare monthly reports which detail training hours.
- Complete detailed quality assurance reports on all medical incidents.
- Prepare inventory reports on all medical supplies and control substances.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.

IV. Marginal Duties:

- Participate in training exercises and public education programs.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Must be a registered nurse with knowledge of Utah emergency medical system.

**Experience:** Requires five years as a registered nurse with experience in a hospital emergency room and seven years firefighting experience.

**Certificates/Licenses:** Requires valid Utah Driver's License; Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) and Advanced Trauma Life Support certifications; EMT Instructor/Training Officer certification; and state of Utah Firefighter II and Officer I certifications.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Emergency medical procedures, training programs and certification requirements.

**Responsibility for:** Great responsibility for making decisions which require discretion, judgment and care. Responsible for making decisions which affect the activities, training, education and certification of others.

**Communication Skills:** Ability to communicate effectively, verbally and in writing using proper grammar, spelling and punctuation; must be able to work as a member of a team; ability to communicate and deal well with citizens and employees.

**Tool, Machine, Equipment Operation:** Working knowledge of emergency equipment such as defibrillators / SaO2 monitors, projection systems, manikins and various other training tools and equipment; telephone, computer and computer software such as Power Point.

**Analytical Ability:** Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; establish effective working relationships with city officials, employees and the public; well-developed sense of strategy and timing.

VI. Working Conditions:

*Physical Demands:* Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

*Working Conditions:* Great mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous materials, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; minimal overtime required; schedule may require response to emergency calls 24 hours per day 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_